

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Senate Disbursing Office Check Stub Forms*

as requisitioned from the U.S. Government Printing Office (GPO) by the

Office of the Secretary of the Senate

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award and ending February 28, 2010, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE CONTRACT TERM" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on March 26, 2009.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature, call Natashka Faxio-Douglas at (202) 512-0303. (No collect calls.)

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2): <http://www.gpo.gov/printforms/pdf/terms/pdf>.

GPO QATAP (GPO Publication 310.1): <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008, clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008, clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished Sample
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE CONTRACT TERM:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 28, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PREAWARD TEST:** The contractor being considered for award shall be required to demonstrate their ability to print the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish one (1) previously printed sample (printed face and back) to be used as a visual and construction guide.

The prospective contractor shall provide 1,000 preaward test samples.

Each sample shall be printed and constructed in accordance with SECTION 2. – SPECIFICATIONS, and must be of the size, kind, and quality that the contractor will furnish. Preaward test samples must be printed on White High Quality Xerographic Copier, Laser Printer, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61, as specified herein.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. The samples will be tested for conformance of materials and/or construction requirements. Samples will be tested on specified equipment to ensure successful usage under normal operating conditions (see "EQUIPMENT COMPATIBILITY" specified herein).

**NOTE: Final product must match furnished sample exactly, including glue.**

The contractor shall submit the preaward test samples to: U.S. Government Printing Office, Central Receiving, Attn: Congressional Publishing Service (Cathy DeVinney/Lyle Green), 44 H Street, NW, Washington, DC 20401.

Contractor must submit samples within three (3) workdays of receipt of test materials.

If the preaward test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit revised samples for evaluation. The contractor shall submit these revised samples within three (3) workdays upon notification of the required changes.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

No charges will be allowed for costs incurred in the performance of this preaward test.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through February 28, 2010, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of check stub forms requiring such operations as printing, construction, packing, and distribution.

**TITLE:** Senate Disbursing Office Check Stub Forms.

**FREQUENCY OF ORDERS:** Approximately 2 orders per year.

**QUANTITY:** Approximately 100,000 copies per order.

**NUMBER OF PAGES:** Face and back.

**TRIM SIZE:** 8-1/2 x 11”.

**GOVERNMENT TO FURNISH:** One (1) previously printed sample (printed face and back) to be used as a visual and construction guide.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., must not print on the finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

**NOTE: Final product must match sample exactly, including glue.**

### **PROOFS:**

NOTE: Proofs will be required on the first print order only.

One (1) set of digital color content proofs. At contractor’s option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to the receipt of an “O.K. to Print.”

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated February 2008.

Government Paper Specification Standards No. 12: [http://www.gpo.gov/acquisition/paperspecs\\_vol12.htm](http://www.gpo.gov/acquisition/paperspecs_vol12.htm).

White High Quality Xerographic Copier, Laser Printer, basis weight: 28 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O-61.

**PRINTING:** Print face and back in Pantone 286 (Blue).

Printing on face consists of type and line matter and two jumbled character blackout areas. One blackout area is approximately 7-5/8 x 3-3/16", approximately 3/8" from top edge of form. The other blackout area is approximately 7-5/8 x 3-3/16", approximately 7-3/8" from top edge of form (follow furnished sample).

Printing on back consists of type and line matter only (follow furnished sample).

**MARGINS:** Margins will be as specified on the print order or furnished sample.

**CONSTRUCTION:** Follow furnished sample for the following –

Perforate (slit or slot without ink) vertically along the entire 11" dimension, 3/8" from the left and right edges.

Perforate (slit or slot without ink) horizontally along the entire 8-1/2" dimension using a fine (dot) perforation at 3-5/8" and 7-3/8" from the top edge of form (to facilitate folding).

*Back of Form –*

Apply pressure seal glue (approximately 3/4 x 1/4") on back in four places, centered on the 8-1/2" dimension (between vertical perforations), 1/8" from bottom edge of form.

Apply pressure seal glue (approximately 1/8 x 1/2") on back in nine places along both the right and left edges. Glue is to be vertical, 3/16" from outside edges, centered along the 11" dimension.

*Face of Form –*

Apply pressure seal glue (approximately 3/4 x 1/4") on face in four places, centered on the 8-1/2" dimension (between vertical perforations), 3-3/16" from top edge of form.

Apply pressure seal glue (approximately 1/8 x 1/2") on face in three places along both the right and left edges. Glue is to be vertical, 3/16" from outside edges, at 9/16", 1-7/8", and 3-3/16" from top edge of form.

Adhesive used in the production of the check stub form must meet the requirements set forth in the USPS Physical Standards for Machinable Letters and Cards. Glue (continuous or spot) may be used as applicable to the particular type of mail piece under USPS Physical Standards. The sealing devices must not interfere with the recognition of the bar code, price marking, postage information, or delivery or return addresses. In all cases, no additional tabs or seals may be used. Cellophane tape is not acceptable within the bar code clear zone. The quantity of adhesive and the strength of the seal must be sufficient to maintain the integrity of the piece throughout the mailing and delivery process.

**EQUIPMENT COMPATIBILITY:** Forms must be compatible with the following equipment –

*PSMailers 7K Plus Modified.* Speed – 11,000 per hour, double detection, 36" conveyor.

Adhesive used on forms must be pressure seal glue suitable for use on a *High Speed Xerox Laser Printer*.

Forms must be guaranteed to function on *PSMailers 7K Plus Modified* and *High Speed Xerox Laser Printer*.

**PACKING:** Pack suitable in shipping containers in units of 1,000 forms. Check stub forms must be packed flat.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through a small package carrier delivery system.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Check Stub Forms

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Government Printing Office, Central Receiving, Attn: Congressional Publishing Service (Cathy DeVinney/Lyle Green), 44 H Street, NW, Washington, DC 20401.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to: U.S. Government Printing Office, Central Receiving, Attn: Congressional Publishing Service (Cathy DeVinney/Lyle Green), 44 H Street, NW, Washington, DC 20401.

Upon completion of each order, all furnished material must be returned to: U.S. Government Printing Office, Central Receiving, Attn: Congressional Publishing Service (Cathy DeVinney/Lyle Green), 44 H Street, NW, Washington, DC 20401

All expenses incidental to picking up and returning materials and submitting proofs must be borne by the contractor.



**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be delivered to and picked up from: U.S. Government Printing Office, Central Receiving, Attn: Congressional Publishing Service (Cathy DeVinney/Lyle Green), 44 H Street, NW, Washington, DC 20401.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after receipt of notification of availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must submit proofs within two (2) workdays of receipt of notification of availability of print order and furnished material.

Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

Contractor must complete production and distribution within 10 workdays of receipt of "O.K. to print" on proofs.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call 202-512-0516 or 0517; callers outside the Washington, DC, area may call toll free 1-800-424-9470 or 9471.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I.	2	200

#### SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary (including proofs and paper) for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per Product.....	\$_____	\$_____

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(Initials)

My production facilities are located within the assumed area of production .....yes .....no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup  
of Government Furnished Material ..... \_\_\_\_\_

b. Number of hours from pickup of Government Furnished Material  
to delivery at contractor's plant ..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_

a. Number of hours from notification to carrier to pickup  
of completed product..... \_\_\_\_\_

b. Number of hours from pickup of completed product to  
delivery at destination ..... \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)